

**FY 2005****BOPs**

The NOAA Budget Office is requesting that all remaining FY 2005 BOPS be entered and approved in CBS by COB Tuesday, September 20, 2005.

**Summary Level Transfers**

Summary Level Transfers and Detailed Labor adjustments must be submitted to Finance no later than Friday, September 23.

**Resources for Reconciling Year End****Data Warehouse Reports**

In order to ensure that all funding has been planned, the following Data Warehouse reports can be used to identify any differences between the allotments and the BOPs for your organization and/or programs. Each report contains the following columns:

- Program Code/Description
- Annual Allotment
- Annual BOP Amount
- YTD Obligations
- Allotment Minus Obligations
- BOP Minus Obligations

These reports can also be used to review the status of each LO/FMC to make certain that programs or reimbursable projects have not been overspent:

**BE500D – Allotments vs. Obligations Summary by Program by Organization:** This report sorts data by Program and then by Organization. When “All” is entered in Org1 and Org2, and all or part of Program 1-4 is entered, the report will list each program and any organizations with allotments under each program.

**BE510D – Allotments vs. Obligations by Organization by Program:** This report sorts data by Organization and then by Program. When values are entered in Org1 and “All” in Org2, the report will print a new page for each FMC that has an allotment matching the parameter.

**Quick Reports**

**BE- Funds Balance Report** – This report can be accessed from the Navigator menu under the Quick Reports within CFS Production. Since funds' checking is determined against the Allotments minus obligations, not BOPs, this report can be used to monitor your funding status. To query this report you will need to know the funds control set for each fund because the table stores the information on the funds remaining in the "Funds Control" pool based on a row in the table for each funds control pool. Below is an example of a row in the Funds Balance table for the following funds:

**Direct Funds with Funds Control at FMC and Program**

<b>Org</b>	<b>Program Code</b>	<b>Project Code</b>	<b>Category</b>
99-99-****-**-**-**-**	99-99-99-999	*****	B1

**Reimbursable Funds with Funds Control at LO, Program and Project**

<b>Org</b>	<b>Program Code</b>	<b>Project Code</b>	<b>Category</b>
99-**-****-**-**-**-**	99-99-99-999	1234567	A

An \* denotes data that has been summarized. As the above examples shows, the allotments and obligations are summarized at different levels depending on the fund.

The Funds Balance report contains the following columns:

- Fund Code
- Org Code
- Program Code
- Category
- D/R Flag
- Project Code
- Remaining Balance thru Month
- Allotment thru Month
- Annual Allotment

Since it reflects the most current information, you can monitor each program/project by entering in the appropriate parameters. By checking the Remaining Balance thru Month column, it will show if you have a positive or negative balance.

**Reimbursable Allotments**

We have received a few Help Desk calls with regard to users returning Unobligated Balances to free up reimbursable funding. As a reminder, always reduce the BOP before requesting any reduction allotment from the NOAA Budget Office. The Action Item from the NOAA Budget

Office requesting decreases to reimbursable allotments applied to the funding in the Allotments only. Do not change the Unfilled Customer Order because this will affect the amount of your Carryover in the Automated Carryover process. It is OK that the Allotment does not equal the Unfilled Customer Order.

**Budget Help Desk**

The number for the Budget Help Desk is 301-444-2855. Call us if you have problems with your BOPs.